

1. The first step is to identify the problem. This involves understanding the current situation and what needs to be changed.

2. The second step is to set goals. These should be specific, measurable, achievable, relevant, and time-bound.

3. The third step is to develop a plan. This involves identifying the resources needed and the steps to be taken.

4. The fourth step is to implement the plan. This involves putting the plan into action and monitoring progress.

5. The fifth step is to evaluate the results. This involves comparing the actual results with the goals and making adjustments as needed.

6. The sixth step is to communicate the results. This involves sharing the results with the relevant stakeholders.

7. The seventh step is to review the process. This involves reflecting on the process and identifying areas for improvement.

8. The eighth step is to document the results. This involves recording the results and the process for future reference.

9. The ninth step is to celebrate success. This involves recognizing the achievements and the efforts of the team.

10. The tenth step is to learn from the experience. This involves reflecting on the experience and applying the lessons learned to future projects.

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Class	Subclass	Date	Examiner

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